

ROBERT SMITH

Head Bookkeeper III

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A result-oriented seasoned Head Bookkeeper III with experience of more than 20 years in spearheading the entire business operations in Banking operation, Project management, Business Development, Sales Operations, Administration, Personnel Management, Team Management, and HR.

EXPERIENCE

Head Bookkeeper III

ABC Corporation - JUNE 1996 - NOVEMBER 2015

- Verify and control all cash, check, and electronic funds transactions incurred by the store using ACE POS software.
- Research and report all discrepancies involving store funds and provide feedback to store management and corporate security.
- Trained new store detectives for bookkeeping functions.
- Available to approximately 160 employees as needed to answer questions and resolve problems.
- Manage all administrative hiring tasks and conduct store orientation.
- Calculate payroll and perform all time and attendance functions using Kronos Workforce software.
- Bank deposits, weekly sales reconciliation, state lottery, wire transfers, and money order sales are among many other responsibilities.

Head Bookkeeper

ABC Corporation - 1991 - 1996

- Processed and generated weekly payroll for 40+ employees.
- Prepared and submitted quarterly tax returns.
- Created a bank deposit and took it to the bank daily.
- Created daily orders and monitored invoicing and collections.
- Accurately processed and issued checks to company vendors.
- Prepared and balanced monthly profit and loss reports.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Bachelor Of Science in Business Administration - 1984(Montclair State University - Upper Montclair, NJ)

SKILLS

Basic Accounting, QuickBooks Pro, Excel, and Word processing.